LOFFLER

Canon ImageRUNNER ADVANCE: Faxing
Using the Fax feature.

Basic Faxing: From the Main Menu

1. Select the Fax icon from the Main Menu screen	
2. Place your document face up in document feeder or on the glass platen.	
3. Enter a destination by one of two ways: a. Using the number using the keys on the number pad: If you access an outside line with a number, enter that number first. Example: 919529256801 b. Using the Address Book: Select Address Book and choose from the registered fax numbers.	
4. Select additional options as needed: 2-sided original, mixed sizes, resolution, etc. a. For more advanced features such as job build, select the Options button.	
5. Press the green "START" button to begin faxing.	
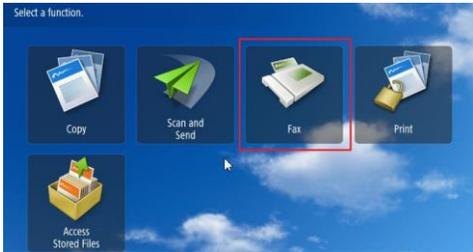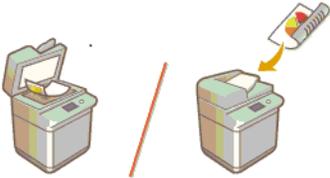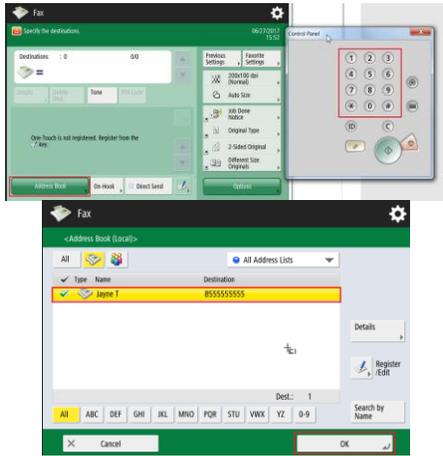
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